



D100 First-Class Mail

Summary D100 describes the standards for depositing First-Class Mail (including Priority Mail). It also covers procedures to verify correct presort preparation, postage payment, and corrective action taken, if required.

1.0 SERVICE OBJECTIVES

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

2.0 MAIL DEPOSIT

Single-Piece and Card Rates

2.1 Single-piece rate and card rate First-Class Mail and Priority Mail weighing less than 16 ounces may be deposited into any collection box, mail chute, or mail receptacle or at any place where mail is accepted if the full required postage is paid with adhesive stamps. Metered mail must be deposited in locations under the jurisdiction of the licensing post office, except as permitted under [P030](#). Permit imprint mail must be presented at a post office under [P040](#) or [P900](#).

Presorted and Automation Rates

2.2 First-Class Mail paid at the Presorted rate or at any automation rate must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing post office except as permitted in [P030](#). Permit imprint mail must be deposited under [P040](#) and [P900](#).

Zoned Rate Priority Mail

2.3 Unless restricted by [2.6](#), pickup service for Priority Mail is available under [D010](#). Priority Mail paid with postage stamps and weighing 16 ounces or more must be presented at a post office retail counter or handed to a postal carrier as prescribed by [2.6](#). Metered mail must be deposited in locations under the jurisdiction of the licensing post office, except as permitted under [P030](#). Permit imprint mail must be presented at a post office under [P040](#) or [P900](#).

Permit Imprint

2.4 The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

Approved Collections

2.5 The USPS may collect Presorted First-Class Mail and automation rate First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

- a. Acceptance and verification are done at the customer's facility; or
- b. Postage is paid with permit imprint under an optional procedure; or
- c. Postage is paid with meter or precanceled stamps.

Restriction

2.6 Priority Mail weighing 16 ounces or more must be presented at a post office retail counter if postage is paid with adhesive stamps. The sender may be required to provide identification before the mail is accepted by the USPS. Such mail may be presented by a sender known to the postal carrier at the sender's residence or place of business. Priority Mail weighing 16 ounces or more and not complying with the requirements of this section is returned to the sender for proper deposit.



3.0 PRESORT VERIFICATION

USPS Verification and Mailer Correction

3.1

Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class rate or an automation First-Class rate, the mailer must either take corrective action or pay the full single-piece rate. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility.

Corrective Action

3.2

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in the meter or mailer's precancel postmark must be corrected. The mailer may either re-envelope each piece and reapply postage and request a postage refund under [P014](#) or apply a legible ".00" meter impression that includes the correct mailing date.

Payment of Single-Piece Rate

3.3

A mailer who pays the single-piece First-Class rate rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher rate.